

YOUTH SERVICES POLICY

Title: No Smoking and Tobacco-Free Policy Next Annual Review Date: 08/23/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.16
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References: ACA Standard 4-JCF-1B-04 (Performance-Based Standards for Juvenile Correctional Facilities); La. R.S. 40:1300.251 through 1300.253, 1300.255, 1300.261 through 1300.263 "Louisiana Smokefree Air Act"; YS Policy No. A.2.1 "Employee Manual"	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 08/23/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To protect the health and safety of Youth Services (YS) staff, youth, contract personnel and visitors who might be exposed to environmental smoke;
To reduce the risk of secondhand smoke;
To reduce the entrance of contraband;
To promote and encourage a positive and healthy environment for youth;
To promote a healthy and wholesome role model for our youth; and
To establish policy regarding smoking and use of tobacco products by YS staff.

III. APPLICABILITY:

This policy shall apply to all employees, contract personnel and visitors of YS.

IV. DEFINITIONS:

Designated Smoking Area - Designated smoking areas are those areas which are established and identified as places where smoking is permitted.

Facility - any and all buildings and grounds related to Jetson Center for Youth, Swanson Center for Youth and Bridge City Center for Youth.

Regional Offices - all Community-Based Services field offices located throughout the state.

Tobacco Product - any cigar, cigarette, smokeless tobacco, smoking tobacco, or any other related product that contains tobacco.

Visitor - any person who is on facility grounds for an authorized visit, or who is attempting to gain entry to the grounds for a visit, to conduct business with YS staff or youth for purposes of a tour, as a volunteer, etc.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Undersecretary, Deputy Assistant Secretaries, and their support staff.

V. POLICY:

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking to smokers and to non-smokers who are exposed to environmental tobacco smoke or second hand smoke. The Deputy Secretary recognizes the health and safety issues caused by exposure to environmental smoke; therefore, this policy shall be enforced for YS Central Office, regional offices and facilities. The purpose of this policy is to promote a healthy, tobacco-free and smoke-free work environment for all employees, youth, contract personnel and visitors. Accordingly, smoking and other tobacco product use is prohibited in all state owned buildings, facility buildings, facility grounds, buildings located in the regional offices and at YS Central Office. In addition, smoking is prohibited in all state vehicles.

VI. PROCEDURES:

- A. No-Smoking signs shall be clearly posted in all areas that smoking is prohibited.
- B. The Deputy Secretary shall designate smoking areas for YS Central Office that comply with those areas designated by State Police.
- C. Regional Managers shall designate a smoking area for each regional office.
- D. It is the responsibility of all employees to adhere to the provisions of this policy, and to report any non-compliant activities to the appropriate supervisory personnel.

- E. Employees to whom this policy applies shall not be granted additional breaks or additional time on regularly scheduled breaks to access designated smoking areas for the purpose of using tobacco products. Employees should note that smoke breaks are "privileges" and are not in addition to other breaks. Smoke breaks are not allowed above and beyond the 15 minute regular breaks. The smoke break can be divided into smaller increments for those persons needing to smoke more than once in the morning and afternoon. Employees are required to govern themselves in accordance with their workload and in consideration of co-workers, supervisors, and subordinate staff.
- F. While smoking in designated areas, OJJ employees are responsible for practicing good housekeeping in these areas by extinguishing all smoking materials in designated containers and proper disposal of trash and cigarette remains.
- G. Facilities:
 - 1. Facility Directors shall designate a smoking area for each facility outside of the "secure area" of the facility.
 - 2. There shall be no smoking or tobacco products allowed within the facilities at any time, which includes during work hours, lunch, or breaks.
 - 3. Tobacco products may be "checked-in" at the front gate for use during breaks or lunch times, as long as the consumption of the product remains off facility grounds.
 - 4. All clients, visitors, guests, vendors, and contract personnel are required to comply with this policy.
 - 5. Signs shall be placed outside the gates declaring that the YS facilities are tobacco-free and smoke-free.
 - 6. All job applicants for YS facilities shall be informed that smoking and other tobacco product use is prohibited, except in designated areas.

VII. DISCIPLINARY ACTIONS:

Any staff found guilty of non-compliance with this policy may be subject to disciplinary action.

Previous Regulation/Policy Number: A.2.16

Previous Effective Date: 11/18/2009

Attachments/References: